



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

June 26, 2009

Jane Dunkin/ Office Manager  
Keller Lumber Sales, Inc.  
P.O. Box 994005  
Redding, CA 96009-4005

Dear Ms. Dunkin:

**RE: FINAL MONITORING VISIT REPORT for Keller Lumber Sales, Inc. – ET07-0417**

<b>Date of the Visit:</b>	June 15, 2009
<b>Beginning/Ending Time:</b>	9:00 a.m. – 09:30 a.m.
<b>Date of Last Visit:</b>	November 4, 2008
<b>Visit Location:</b>	Via Teleconference
<b>Persons in attendance:</b>	Jane Dunkin, Office Manager, Keller Lumber Sales, Inc.; Jason Sakamoto, Program Analyst, Employment Training Panel (ETP)
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	06/05/07 – 06/04/09	<b>Agreement Amount:</b>	\$18,480
<b>Training Start Date:</b>	06/18/07	<b>No. to Retain:</b>	14
<b>Date Training must be Completed:</b>	03/03/09	<b>Range of Hours:</b>	8 - 60
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	60

## **FINAL REPORT SUMMARY:**

The Agreement was executed on 06/05/07 and training began on 06/18/07. Your staff reported that all training was completed on 02/27/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 06/04/09.

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ETP (04/15/05)

- ***INTERVIEW WITH THE SIGNATORY, Jane Dunkin, Office Manager***

During the Visit, Ms. Dunkin provided Mr. Sakamoto with the answers to the following questions:

1. What barriers, if any, did your company experience in implementing your ETP project?

No problems. Once we learned of the opportunity to get training, and applied – your support staff was very helpful in getting the process approved.

2. What problems, if any, did your company experience with ETP record keeping?

No problems. Kay Summerfield, the representative from your office came to our office, and helped us understand the forms and showed me how to use the website. She gave permission for me to contact her anytime I needed help. I think that the help Kay gave made all the difference.

3. What assistance could ETP have provided that would improve the process for future Contractors?

A newsletter telling us what programs are available could be helpful. Using the system is not hard – knowing what is available to help the employer is the challenge. It is difficult to find out what is available when you are busy doing your job. The help Kay provided made the system so easy to use that I can't think of any other need.

4. How did your company benefit from the ETP training?

We were able to train existing employees in a new computer system, thereby keeping existing employees working rather than having to replace computer illiterate people with employees who had greater computer skills. This enabled us to maximize the value of our employees, and get them trained without costing the company more than we could afford to spend on each employee.

***Breakdown and discussion of expected earnings:***

Keller Lumber Sales, Inc. records show that 12 trainees have completed training (85% of planned retentions) and 12 trainees have completed the 90 day retention period. Mr. Sakamoto projects earnings to be \$15,400 (83.3% of the encumbered total \$18,480). Current records show that Keller Lumber Sales, Inc. has submitted invoices for \$15,400 which are in the review process (Earned – In Process).

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	12	<b>Completed Retention:</b>	12
<b>Dropped Following Enrollment:</b>	0	<b>In Retention Period:</b>	0

**INVOICES:**

The final invoice was submitted by Keller Lumber Sales, Inc. on 06/09/09 for approval. The ETP Online Forms System shows a negative amount of (\$858). During the Final Visit interview, the contractor stated the final invoice should amount to \$242 instead of the negative (\$858)

reflected under the invoice status. Mr. Sakamoto notified the ETP Fiscal Manager, Kulbir Mayall, of this invoice issue on 06/15/09. The final invoice is currently under review.

**AUDIT:**

Keller Lumber Sales, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding your Contract or the contents of this Monitoring Report, please contact Jason Sakamoto at 916-327-5459 or [Jsakamoto@etp.ca.gov](mailto:Jsakamoto@etp.ca.gov) within ten (10) working days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager  
Sacramento Regional Office



Jason Sakamoto, Program Analyst  
Sacramento Regional Office

cc: Contractor's Representatives  
Brian McMahon, Executive Director  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor \_\_\_\_\_ \*\*

